

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFP 10595-17/DKK
Request for Proposals

Redmond City Hall Council Chambers
Audio Visual Equipment Upgrade

The City of Redmond is interested in seeking proposals to upgrade and enhance the audio visual equipment in the Redmond City Hall Council Chambers.

Background

The City of Redmond, Washington requests interested parties to submit responses for the above referenced Request for Proposal (RFP).

Scope of Work

Provide labor and materials to install an audio visual equipment upgrade in the Redmond City Hall Council Chambers. The complete Scope of Work for this project is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

Response Due Date/Time

2:00PM (local time) on Thursday, November 9, 2017. The City of Redmond – Purchasing & Contracts Division must receive proposals no later than said date and time.

Responses may be hand-delivered to Redmond City Hall, Purchasing Division, MS: 3NFN, 15670 NE 85th Street, Redmond, WA 98052 (drop off on 2nd floor at the Customer Service Desk) or mailed to City of Redmond, Purchasing Division, MS: 3NFN, PO Box 97010, Redmond, WA 98073-9710. No emailed or faxed responses will be accepted. It is the bidder's responsibility to ensure that any mailed proposals are received by Purchasing on time. Please place solicitation/RFP number on delivery envelope.

Permits

A City of Redmond electrical permit may be required for this work. The City will issue the permit at no cost to the successful bidder, but the bidder is responsible for all submittals.

Response Requirements & Format

All costs for developing responses to this RFP are the obligation of the bidder and are not chargeable to the City. The bidder must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City. All responses will become property of the City and will not be returned.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be

judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, the committee and the City of Redmond reserve the right to request additional information or clarification from firms responding to this RFP. A complete response will include:

1. Executive summary.
2. Company history and profile.
3. Project experience.
4. Municipal/government client references – please include a list of references (including contact name and telephone number) of at least three (3) recent customer operations of similar scope and size that the City may use to contact.
5. Requirements – technical specifications of proposed system. Details outlining the City's Current Technical Environment are specified in Attachment C, and shall be incorporated into this RFP by this reference.
6. Proposed price.
7. Project schedule – responses must include a proposed work schedule showing major milestones.
8. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal.
9. Provide a statement to the effect that bidder understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. The successful bidder will be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://redmond.gov/business/businessLicensing/>. Permits will be provided at no charge to the successful bidder by the City of Redmond; however, the Contractor must make all submittals to the City Permit Office and provide all necessary documentation for the permits.
10. The City requires two (2) printed response copies. No bindings, cover page or table of contents are required.
11. A statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60).

Insurance

The successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as Additional Insured of not less than the following amounts:

General Liability Limits:

Bodily injury each occurrence:	\$2,000,000
Property damage each occurrence:	\$2,000,000

Automobile Liability Limits:

Bodily injury each occurrence:	\$1,000,000
Property damage each occurrence:	\$1,000,000

Workers Compensation:

Statutory limits

Prevailing Wage

Any labor performed under the RFP falls within the definition of a public work under Revised Code of Washington (RCW 39.04.010), by which wages must be paid per published prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the department's website at <http://www.lni.wa.gov/TradesLicensing/PrevWage/>.

Subsequently, the City of Redmond will require the successful bidder to:

- 1) Furnish proof of insurance with endorsement naming the City as Additional Insured.
- 2) Provide proof of a valid Washington State License.
- 3) File a "Statement of Intent to Pay Prevailing Wage" with the State of Washington, Department of Labor and Industries and furnish the City with an approved copy. Upon satisfactory completion of the work and the City's receipt of the approved form, 80% of the contracted amount will be eligible for payment.
- 4) File an "Affidavit of Wages Paid" with the State of Washington, Department of Labor and Industries and furnish the City with an approved copy. Upon receipt of the approved form, the retained 20% will be eligible for release to the Contractor.

Bonding Requirements

A bid bond is not required. If proposed price is in excess of \$35,000.00 a performance/payment bond is required (RCW 39.08).

Selection & Award

All interested parties are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the respondent who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City.

Evaluation Criteria	Weight
Price. The respondent's proposed cost, including all taxes, fees and expenses associated with the solution, installation/implementation, training, and on-going maintenance and support. The respondent should submit their price proposal that includes pricing for all products and services identified in the proposal. If any components of the proposal are "optional" and not included in the summary or total price, those features must be clearly labeled as "optional" in the proposal. All "optional" items not included in the total price must identify a price separately.	30pts
Solution capabilities and ability to meet the requirements as outlined in the RFP. The respondent's proposal should demonstrate how the solution will adequately meet the defined needs for the City of Redmond.	30pts
Demonstrated experience and ability to implement proposed solution. The respondent should highlight their experience. If the respondent is bidding with a partner, please highlight previous successful deployments for all organizations involved. The experience described should focus exclusively on municipal/government agencies of similar size and scope, with emphasis on the specific requirements desired by Redmond. The respondent's references should adequately substantiate their ability to deliver what is proposed. The quality/level of customer service and timeliness of	20pts

support provided prior, during, and post-implementation as experienced by the references will be considered.	
Feasibility, timeliness, and quality of implementation schedule. The respondent should demonstrate that the proposed schedule is realistic. The respondent should also address the resources and time commitment required and position type by Redmond personnel to complete the project within the proposed timeframe. In addition, the response should also demonstrate that the services – such as software implementation, integration with other systems, applicable hardware procurement, training, support, etc. – can be adequately addressed.	20pts
Total	100pts

Upon selection of the Contractor, the City will issue a purchase order to procure the identified services as specified in the Scope of Work. Terms of the agreement are outlined in this RFP and include the following solicitation documents:

- RFP 10595-17/DKK
- Attachment A, Scope of Work
- Attachment B, City of Redmond Standard Terms and Conditions
- Attachment C, Current Technical Environment

The City of Redmond reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them.

Terms and Conditions

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment B) and the requirements of this solicitation. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws. Any information contained in the proposal that the respondent desires to claim as proprietary or confidential, and exempt from disclosure must be clearly designated, including identifying the page and particular exception(s) from disclosure. The City will try to respect all material identified by the respondent as being proprietary or confidential, but requests that respondent be highly selective of what they mark as Confidential. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will **NOT** be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Cooperative Purchase Language

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that

have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the respondent or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the respondent to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 90 days post award (for one-time purchases).

Questions/Inquiries

Please direct any questions concerning this Request for Proposal or the City's requirements to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this request. Any information obtained from any other source shall not be binding and may disqualify your response.

Debbie Keranova
Sr. Purchasing Agent
Email: dkeranova@redmond.gov
Tel: 425-556-2159

MS: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710